

**FAIRFAX COUNTY PLANNING COMMISSION  
POLICY AND PROCEDURES COMMITTEE  
THURSDAY, MARCH 31, 2005**

**COMMITTEE MEMBERS PRESENT:**

Walter A. Alcorn, At-Large  
John R. Byers, Mount Vernon District  
Janet R. Hall, Mason District  
Suzanne F. Harsel, Braddock District  
James R. Hart, at-Large  
Nancy Hopkins, Dranesville District

**COMMITTEE MEMBER ABSENT:**

Laurie Frost Wilson, At-Large

**OTHER PLANNING COMMISSION MEMBERS PRESENT:**

Frank A. de la Fe, Hunter Mill District  
Kenneth A. Lawrence, Providence District  
Rodney L. Lusk, Lee District  
Peter F. Murphy, Jr., Springfield District

**OTHERS PRESENT:**

Fred Selden, Director, Planning Division, Department of Planning and Zoning (DPZ)  
Alison Kriviskey, Planning Division, DPZ  
Regina Murray, Zoning Evaluation Division, DPZ  
Barbara J. Lippa, Executive Director, Planning Commission Office  
Sara Robin Hardy, Assistant Director, Planning Commission Office  
Linda B. Rodeffer, Clerk, Planning Commission Office

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Chairman Janet R. Hall called the meeting to order at 7:30 p.m. in the Board of Supervisors' Conference Room, Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia 22035.

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Chairman Hall noted that on the agenda tonight was the Area Plans Review for South County.

Alison Kriviskey, Planning Division (PD), Department of Planning and Zoning (DPZ), noted that a draft of the *Citizen's Guide to the 2005-2006 South County Area Plans Review* (APR), had been distributed to the committee last week. (A copy of the draft *Citizen's Guide* is in the date file.) She explained that the proposed schedule had been designed to provide flexibility at the end of the process given the fact that the Board of Supervisors would likely meet only once a month in October, November, and December 2005.

Ms. Kriviskey referred to the page 3 of the *Citizen's Guide* which showed the following schedule for the nominations:

- Nomination Submission Period: August 15 – September 21, 2005
- Task Force Appointments: October 1 – December 2, 2005
- Nominations to Task Forces: late December
- Task Force Meetings: January 9 – April 14, 2006
- Nomination Withdrawal Deadline: April 17, 2006
- Finalizing and Publishing Staff Reports – April – June 2006
- Task Force/Staff Recommendations to Planning Commission – July 2006
- Planning Commission Public Hearings: Late July 2006
- Planning Commission Mark-up: Early September 2006
- Board Public Hearings/Mark-up: October – November 2006.

She explained the differences between the previously approved *North County Citizen's Guide* and the draft *South County Citizen's Guide* were minor in nature and concerned nomination limitations; the requirement for more detailed information necessary to evaluate the impacts of transportation, schools, and parks; minor editorial changes regarding meeting procedures; and more emphasis on the free "Comprehensive Plan Announcements" e-mail subscription service which would provide the public hearing schedules and other important information.

Sara Robin Hardy, Assistant Director, Planning Commission Office, commented that although there had not been any significant policy changes, some wordsmithing had been done to clarify policies and procedures. Fred Selden, Director, PD, DPZ, added that one of those changes related to the scope of the APR process, changing site specific land use recommendations "and related transportation access" to site specific land use recommendations "and transportation access and circulation recommendations found in the Area Plans." He also pointed out that language had been added indicating that nominations would be evaluated as submitted to prevent confusion later in the review process by subsequent modifications.

Commissioner Lawrence said he would like this issue, major changes to a nomination by a task force, to be addressed further after the completion of this APR cycle.

Responding to a question from Commissioner Byers, Ms. Kriviskey said that the submission period, August 15 to September 21, would allow time to process the nominations and to complete preliminary staff reports. Mr. Selden said if the committee felt the submission period was not long enough, it could begin on July 1. Chairman Hall added summer time was probably not the best time due to vacations. Commissioner Murphy agreed and said the summer months were not a good time to hold public hearings either.

In response to a question from Commissioner Harsel, Mr. Selden said the schedule would allow time to administratively process the nominations which could number anywhere from 40 to 200 nominations.

Responding to a question from Chairman Hall, Barbara Lippa, Executive Director, Planning Commission Office, said if the schedule was lengthened it was possible that the Board hearings would not be completed until 2007 which was an election year.

In response to a question from Commissioner Harsel, Ms. Kriviskey explained that once the acceptance process, which could take several weeks, had been completed, DPZ staff received the nominations and sent them to Schools, Parks, and Transportation for analysis after which a preliminary staff report would be prepared.

Responding to a question from Commissioner Byers, Mr. Selden said because it was not known how many nominations would be received for each district, some task forces would need more time than others to complete their analyses.

Chairman Hall suggested that the committee decide when the Planning Commission public hearings should be held and then the rest of the schedule could be adjusted accordingly.

Responding to a question from Commissioner Murphy, Mr. Selden said the Board of Supervisors typically met once in December and perhaps twice in November, but the schedule had not been set for 2006. Commissioner Murphy said if the Commission's public hearings could not be set for early September due to the BOS meeting schedule, they should be scheduled for June, before school was let out. Mr. Selden said his staff would work up a schedule for Commission hearings in as early in September as possible with BOS hearings to be held in November and December.

Commissioner Alcorn expressed concern that this schedule might be too risky since the Board would not handle APR cases in 2007. He suggested Commission hearings be held in June with BOS hearings held in September and October.

Mr. Selden pointed out there was a statutory 90 day limit between PC action and Board consideration. Chairman Hall asked if it was the consensus of the Committee to hold Commission public hearings in June with markup in July which would meet the 90 day statutory requirement if BOS hearings were held in September and October. The Committee agreed to this schedule.

Responding to a question from Commissioner Harsel, Ms. Kriviskey said Laurel Hill nominations would not be included in this APR cycle.

Referring to page 9 of the draft *Citizens Guide*, Scope of the APR Process, Commissioner de la Fe suggested that dates be added to reflect when amendments affecting countywide systems, such as Transportation, Trails, Parks, and Public Facilities, had been or would be heard. Mr. Selden indicated that he would add this information.

Commissioner Alcorn suggested that a future Policy and Procedures Committee meeting be scheduled to discuss the timetable for amending the Policy Plan. Mr. Selden and Ms. Lippa made note of this suggestion.

Responding to question from Commissioner Harsel, Ms. Hardy said the reference to "staff" on page 12 of the draft *Citizens Guide*, number 8, meant either the Planning Commission staff or DPZ staff would review the nomination to ensure that it met submission requirements; and that the method of sending written notification to the nominator that the nomination had been accepted was intended to be general and could be done via the Postal Service or an e-mail message. Commissioner Murphy suggested that the nomination form ask how the nominator would prefer to be notified that the nomination had been accepted.

In response to a question from Commissioner Alcorn, Ms. Lippa said that nominations could not currently be submitted electronically. Mr. Selden said that this had been considered, but since attachments were required to justify the nomination, such as certification of notification to affected property owners, it was not a viable option at this time.

Responding to another question from Commissioner Alcorn, Ms. Kriviskey said nominations could not be posted to the website since electronic documents were not received. Commissioner Alcorn said he thought a nomination should be able to be submitted electronically without attachments. After further discussion, Chairman Hall said she thought filing the nomination form, if nothing else, should be able to be done electronically for those who desired to do so. Commissioner Alcorn strongly suggested that nominations be accepted electronically during the next APR cycle.

In response to a question from Commissioner Harsel, Ms. Kriviskey said the reference in the first paragraph of page 18 concerning contact information referred to nominations about neighborhood consolidation and redevelopment which was a Policy Plan issue addressed by the Planning Division of DPZ.

Chairman Hall requested that staff incorporate the changes discussed tonight into a final document and forward it to the Commission for review and approval.

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The meeting was adjourned at 8:10 p.m.  
Janet R. Hall, Chairman

For a verbatim record of this meeting, reference may be made to the audio recording which can be found in the Office of the Planning Commission of Fairfax County, Virginia.

Minutes by: Linda B. Rodeffer

Approved: November 16, 2005

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Linda B. Rodeffer, Clerk  
Fairfax County Planning Commission